

Section 1

Processing SF-52s

Proponent: West CPOC

Sub-
Section
N/A

Topic

PERSACT Actions

Remarks

Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

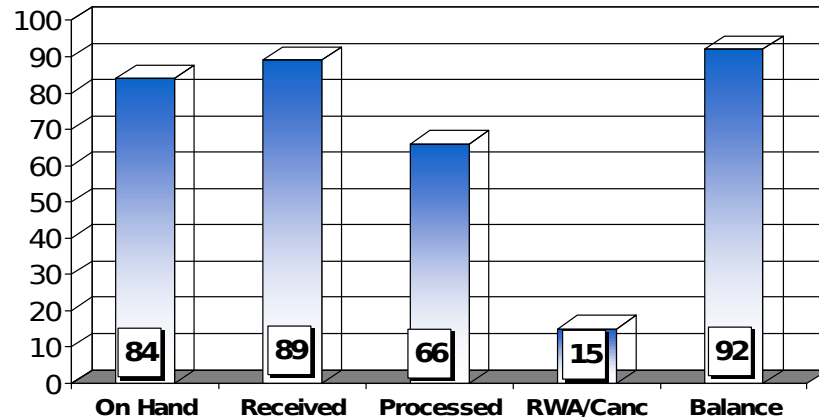


TOPIC: PERSACT Actions - Fort Irwin

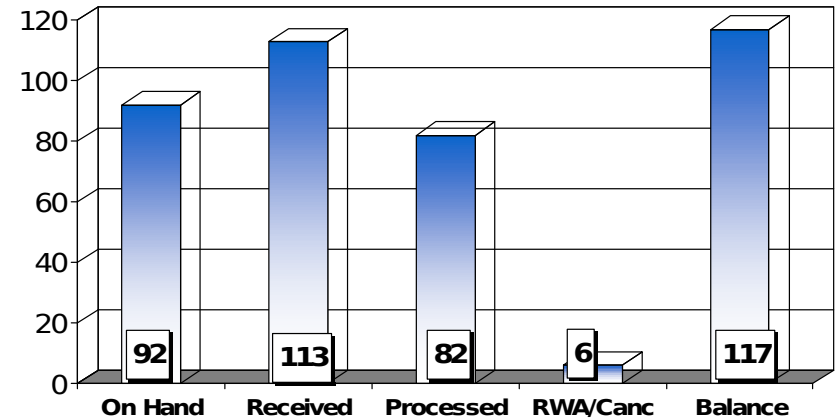
3RD QTR-FY99

PROPONENT: WCPOC

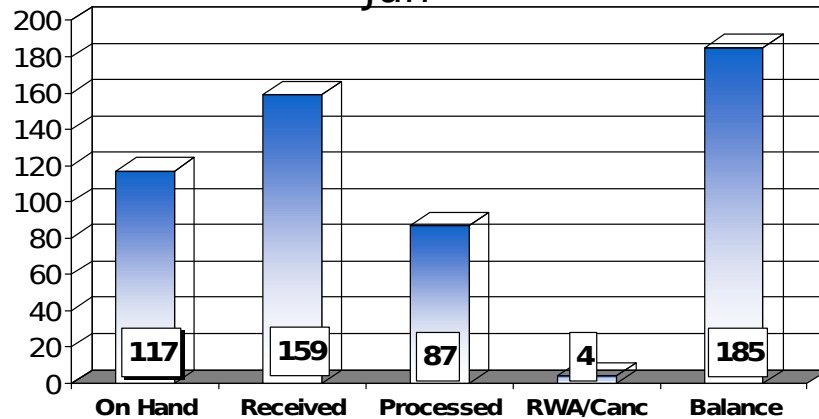
Apr



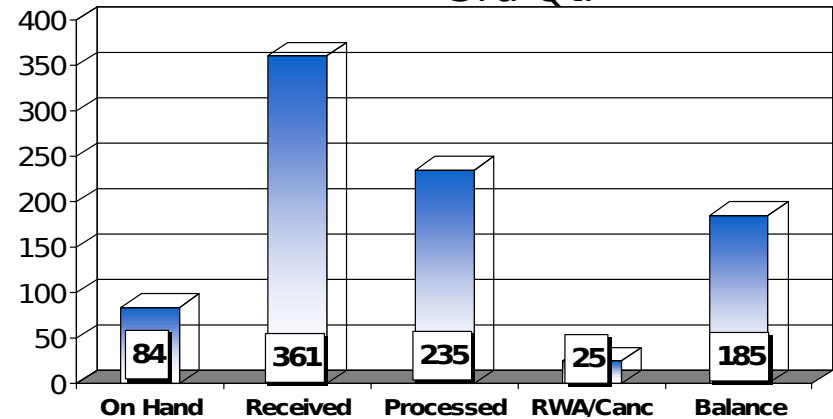
May



Jun



3rd Qtr



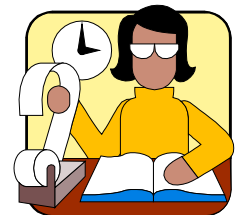
ANALYSIS: Volume is fairly stable for this activity with the exception of a number of summer hire fill actions received during the quarter, which contribute to the higher balance at the end of June. These actions will be completed and closed early next quarter.

SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.

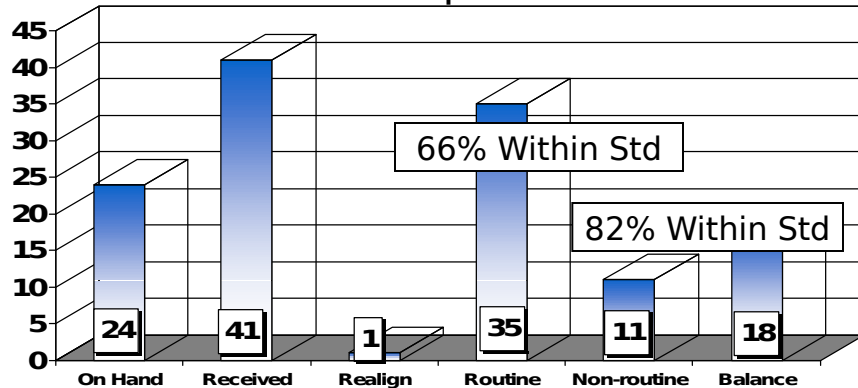
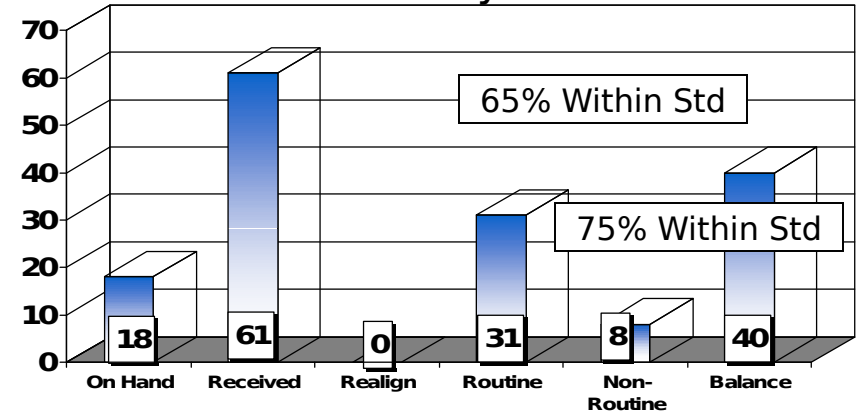
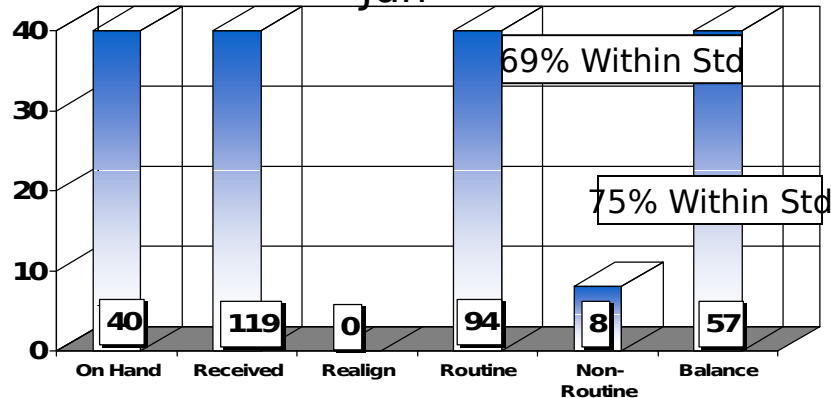
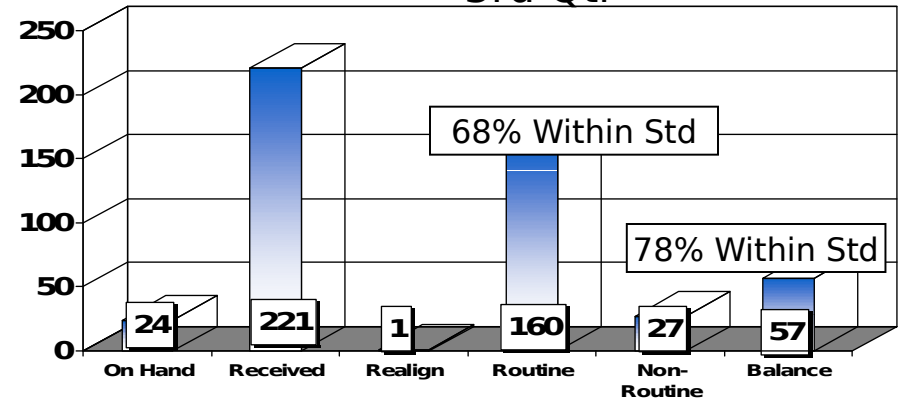


TOPIC:**Classification Actions Processed - Fort Irwin****3RD QTR-FY99****PROPONENT WCPOC-**

Routine, 4 Days from Date Received in CD

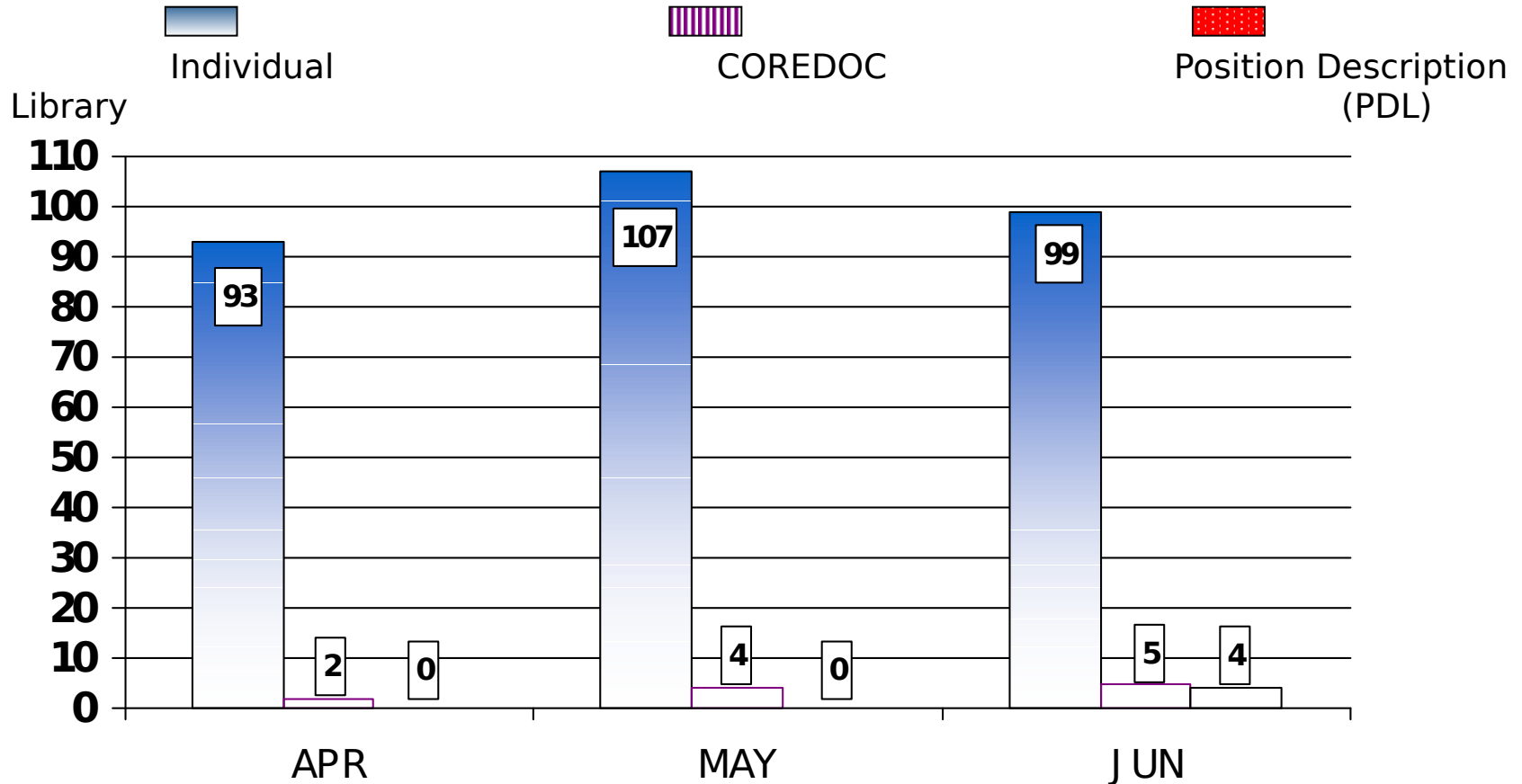
STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT:**Routine: Red****Non-Routine: Am****Apr****May****Jun****3rd Qtr****ANALYSIS:**

Volume of routine actions doubled from the previous quarter. Both routine and non-routine performance declined slightly. Both routine and non-routine performance should benefit in the next quarter from the "get the routines out day" and the cross leveling of non-routine actions over 20 days old. The increase in on hand at the end of the quarter was due to receipt of 33 summer hire positions on late in June.



TOPIC:**New Position Descriptions****3RD QTR-FY99****PROPONENTWCPOC-
CD**

ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (45% increase over the previous quarter). The addition of two activities this quarter contributed only 7% to that increase. There is some early indication that FASCLASS will have more of an impact assisting managers in creating new job descriptions than either COREDOC or PDL, as eventually managers will have access to not only every job in the West Region but jobs in the other Army regions as well.

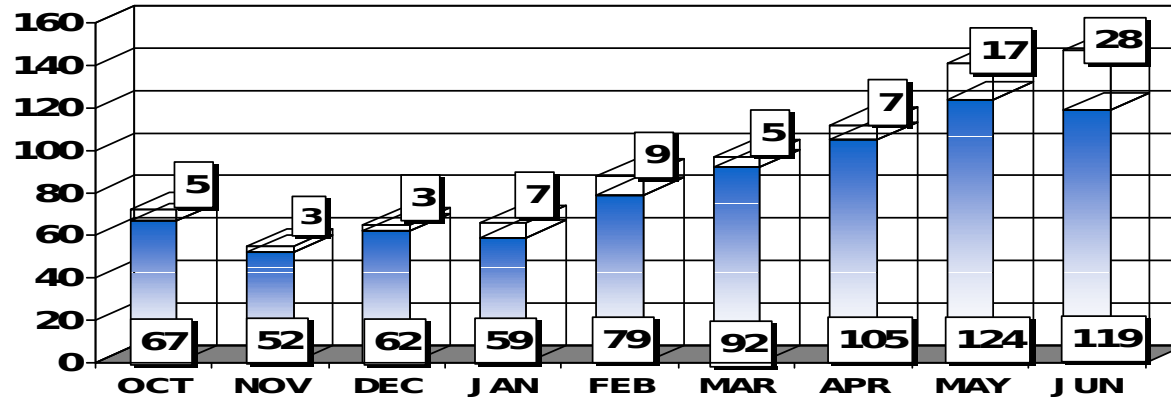


TOPIC:**Trends - Classification Actions Processed****3RD QTR-FY99****PROPOSER/STANDARD:**

Routine, 4 Days from Date Received in CD

STANDARD:

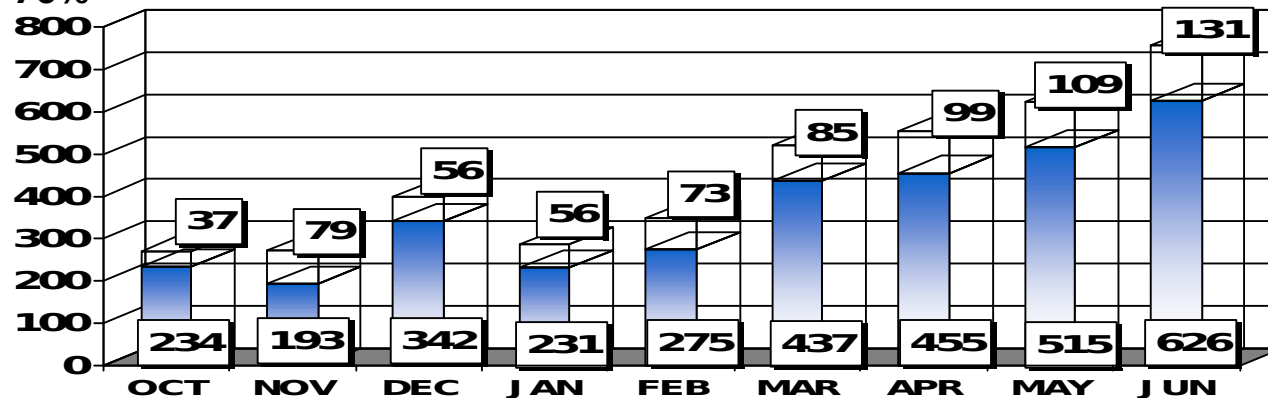
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine - Amber
Non-Routine - Amber**NON-ROUTINE**

 In Standard
 Not in Standard

In Standard
86% 76%

93% 95% 95% 89% 90% 95% 93%

ROUTINE

In Standard
79% 79%

86% 71% 86% 80% 79% 84% 78%

ANALYSIS: Non-routine actions have shown a steady decline since March, which roughly approximates the beginning of the FASCLASS project. FASCLASS has also impacted routine performance - in all but one month since FASCLASS started. The total number of routine and non-routine actions processed increased by 66% over the previous quarter. The focus on routine actions by the "get the routines out day" should help in the next quarter, as should the cross leveling of non-routine actions of over 20 days.



TOPIC:**Average Days to Process Classification Actions - All Serviced****3RD QTR-FY99****PROPONENT:** WCPOC-

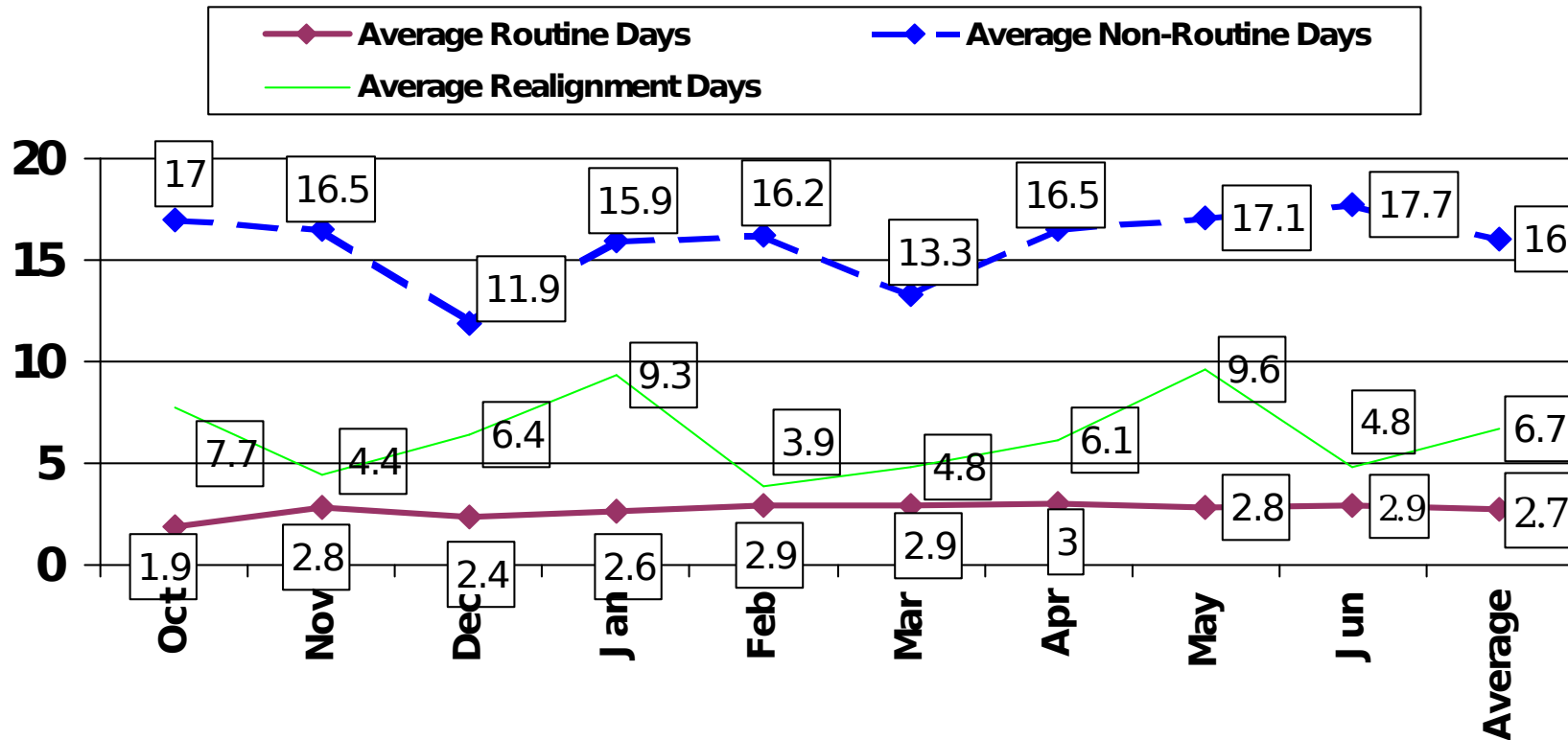
Routine, 4 Days from Date Received in CD

STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Non-Routine - Green

Routine - Green

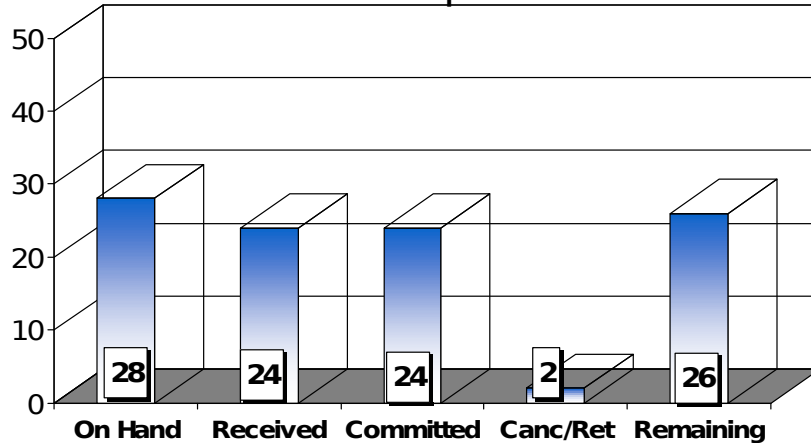
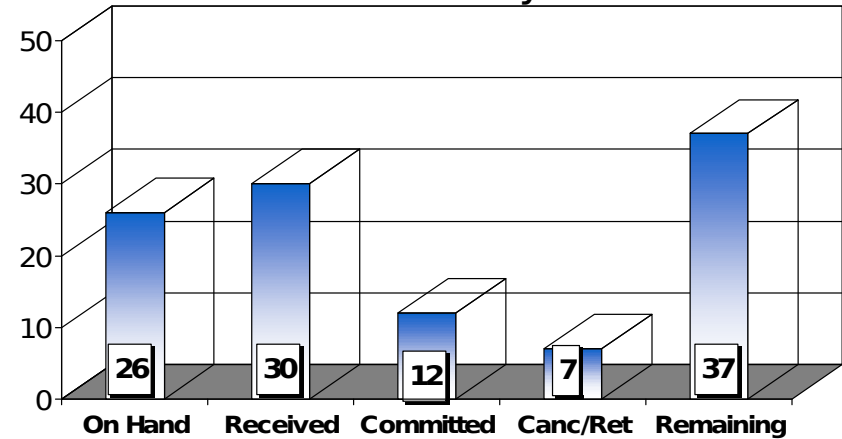
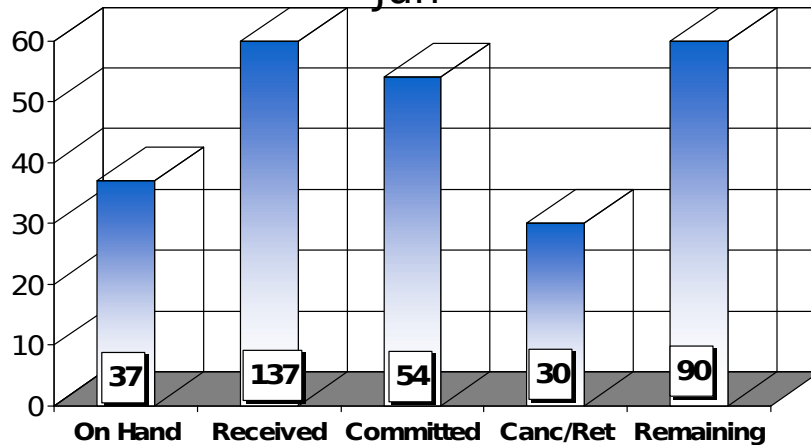
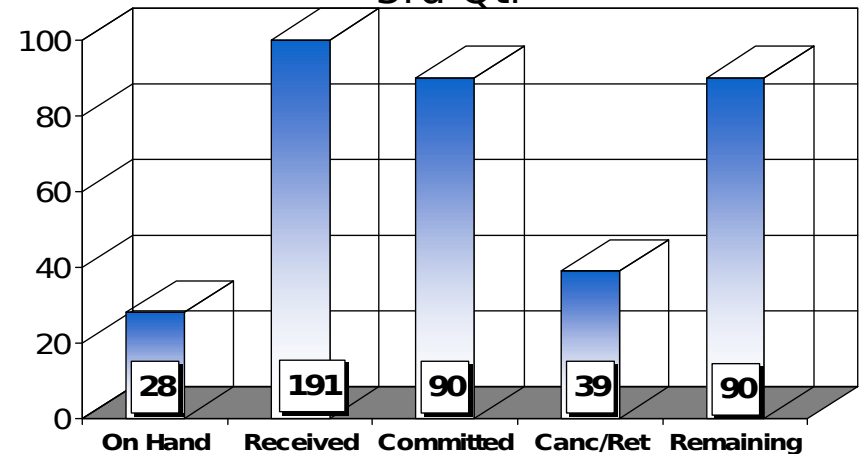


ANALYSIS: Routine actions are within standard; the overall increase from the previous quarter is due in part to diversion of resources to the FASCLASS project. Non-routine actions have been increasing but continue to be within standard. The average time for processing these actions below standard is due to a significant portion of routine actions being processed in a day or less, and non-routine actions being processed in less than 10 days. The SOP to address processing of realignments has been issued and should help stabilize the up and down performance of realignments over the year.



SECTION 3
Filling Jobs
Proponent: WCPOC, Staffing Services Division

<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	It illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	It illustrates management feedback on the Resumix process.

TOPIC:**Recruitment Activity - Jobs Filled - Fort Irwin****3RD QTR-
FY99****PROPONENT: WCPOC - SSD****Apr****May****Jun****3rd Qtr****ANALYSIS:**

During the quarter 90 positions were committed - 83 through competitive procedures, 3 through PPP and 4 through other non-competitive sources. Of the 90 actions remaining at the end of the quarter, 57 have referrals issued, 3 have PPP issues working, and 30 are pending referral.

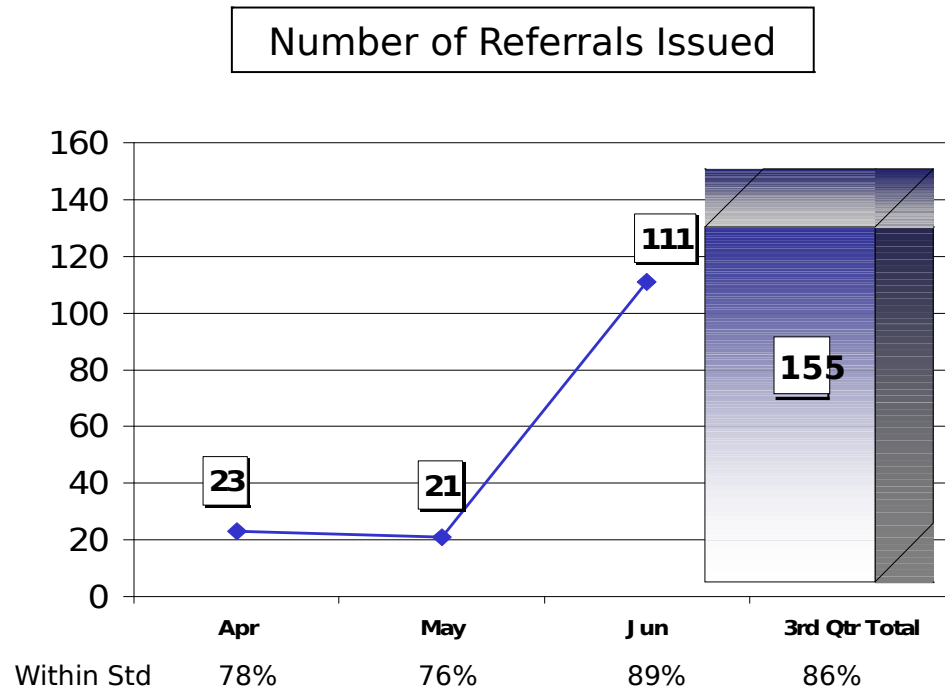
TOPIC: Referral Lists Issued - Fort Irwin

**3RD QTR-
FY99**

PROPONENT: WCPOC - SSD

STANDARD: Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD

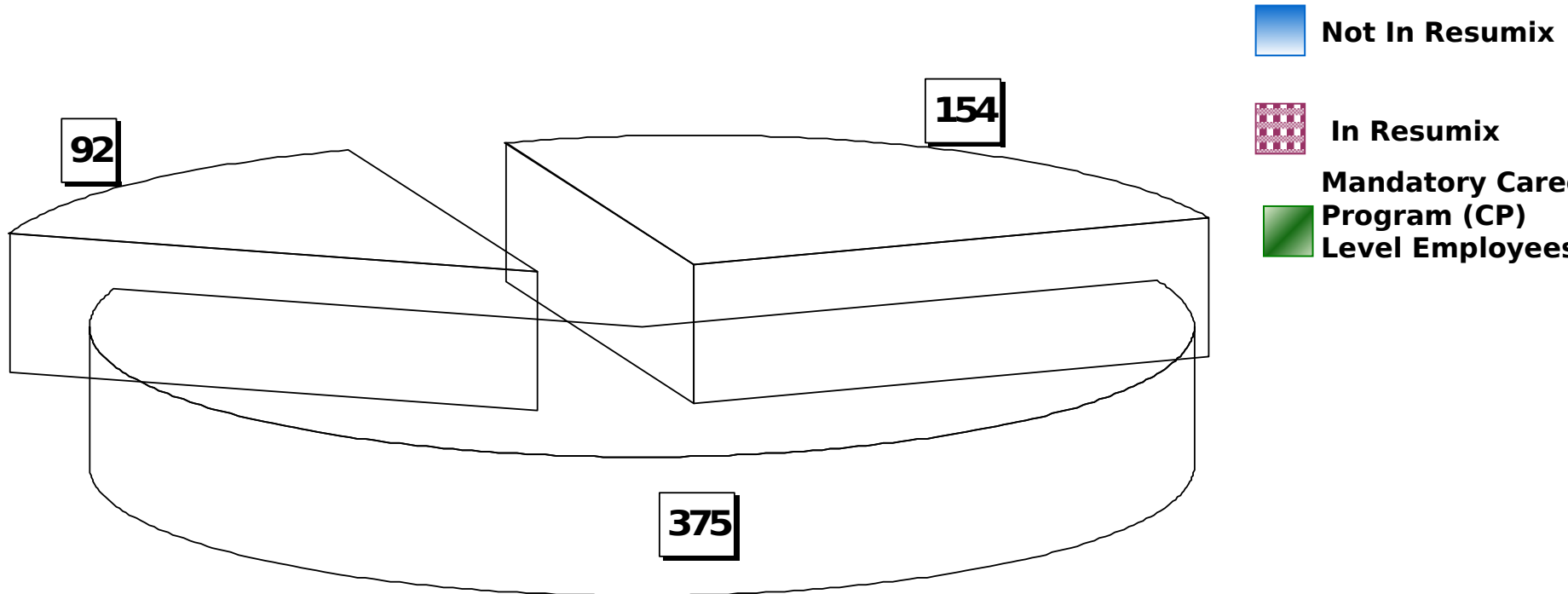
ASSESSMENT: Amber



ANALYSIS: Referral timeliness improved from 61% last quarter to 86% this quarter, a significant increase considering the number of referrals issued for the quarter more than doubled, primarily due to the Summer Hire Program. With continued emphasis on quality control and production management, this trend is expected to continue.



TOPIC: Internal Resumes in Resumix Database - Fort Irwin	3RD QTR-FY99
PROPONENT: WCPOC - SSD	



Total Population: 621
in Resumix (excludes mandatory CP level employees): 154 (29%)

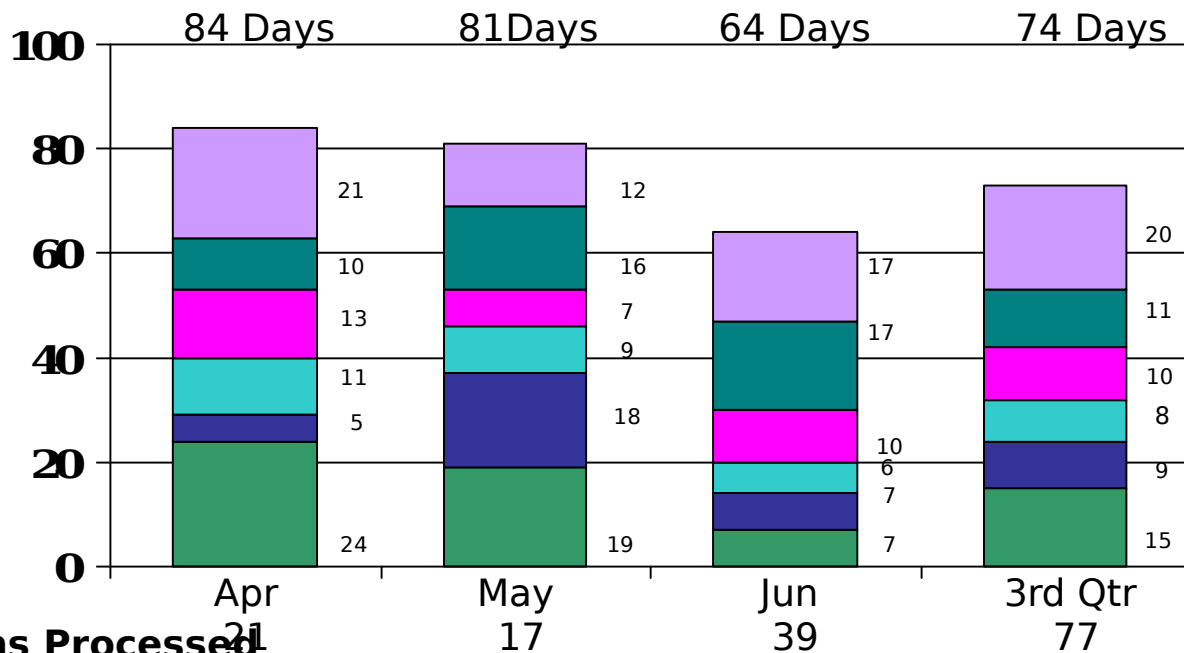
ANALYSIS: Twenty nine percent of the current serviced population has submitted resumes to the Resumix database, only a slight improvement over last quarter. The CPAC continues to hold monthly Resumix workshops to assist both internal and external applicants in preparation of resumes.



TOPIC: Avg Processing Time - Recruitment Actions - Fort Irwin (From Initiation to Closure)

3RD QTR-FY99

PROPONENT: West Region Partners



of Actions Processed

Avg. Days w/ Manager/RMO (Army standard: 3 days)

Avg. Days w/ CPAC (Army standard: 3 days)

Avg. Days w/ CPOC CD (Army standard: 4/30 days*)

Avg. Days w/ CPOC SSD to clear PPP, make non-competitive placement, and/or issue referral (Army standard: 5/36 days*)

Avg. Days w/ Manager for Selection (Army standard: 10 days)

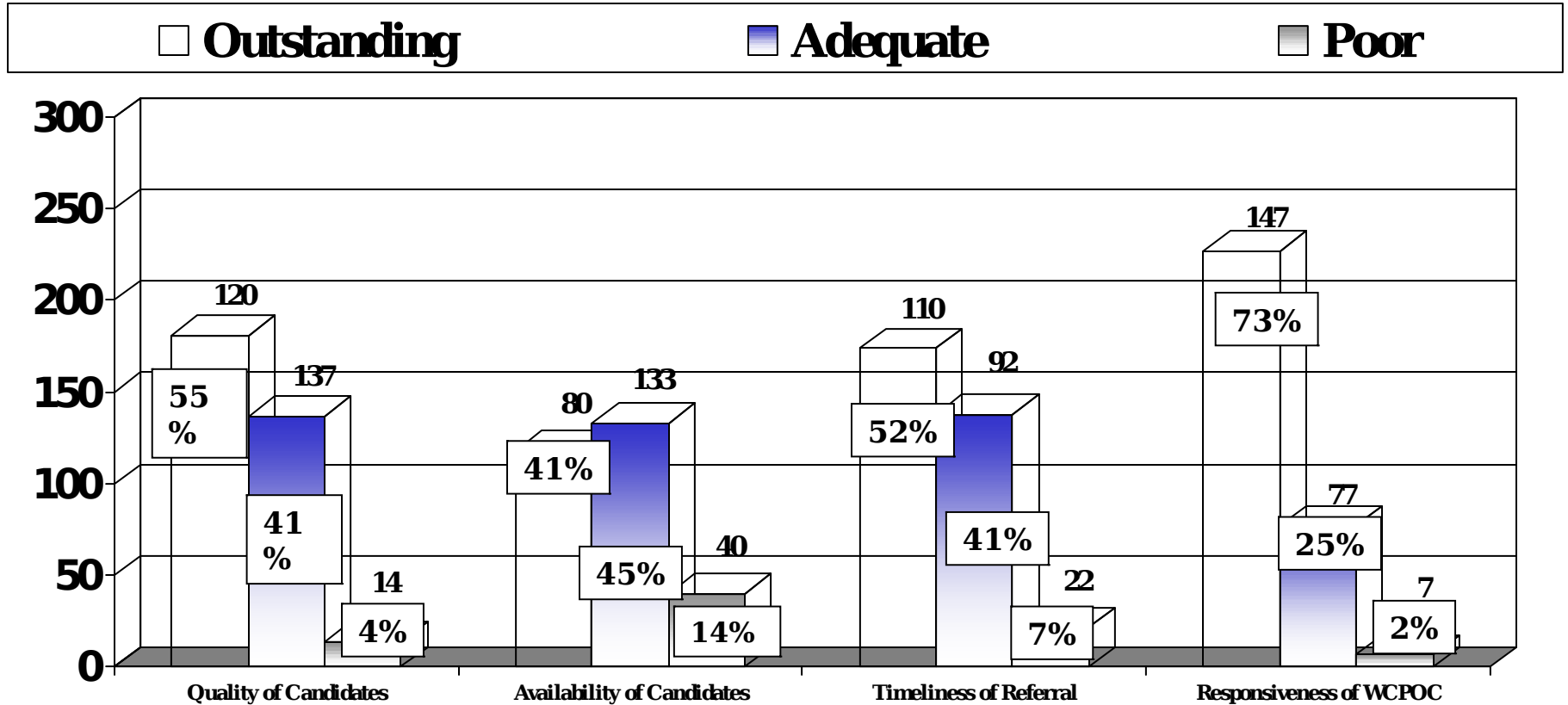
Avg. Days w/ CPAC to make job offer and establish EOD and CPOC SSD to process and close action.

***standard varies with type of action/referral**

ANALYSIS: Seventy-seven actions were closed this quarter in an average of 74 days from initiation by the manager to closure. Some improvement was noted both in total number of actions processed (increased from 63 last quarter to 77 this quarter), and the average days to close, which decreased from 76 days to 74 days.



TOPIC:	Management Feedback on Resumix Referrals -	THRU END OF 3RD QTR- FY99
PROPONENT:	WCPOC - S&B Serviced	



TOTAL Resumix REFERRAL LISTS ISSUED = 1744* TOTAL # FEEDBACK FORMS RETURNED = 449

*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

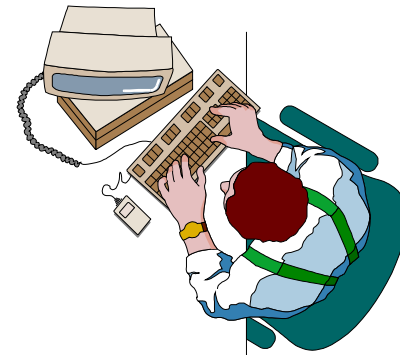


SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



TOPIC: Non-Recruitment Actions Processed - Fort Irwin

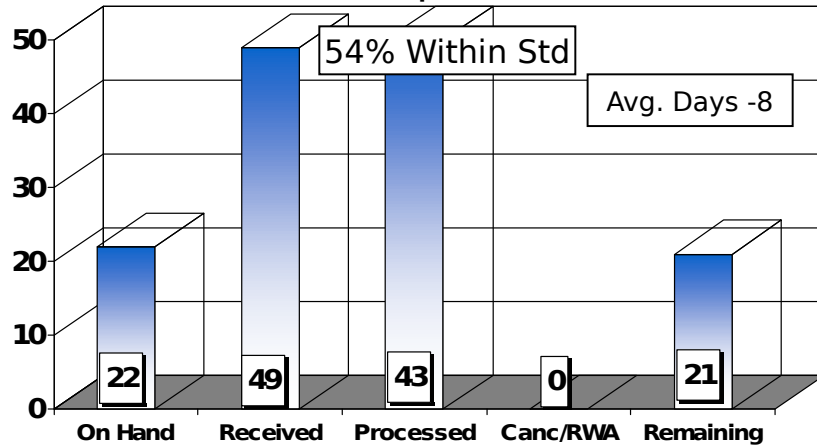
**3RD QTR-
FY99**

PROPONENT: WCPOC - SSD

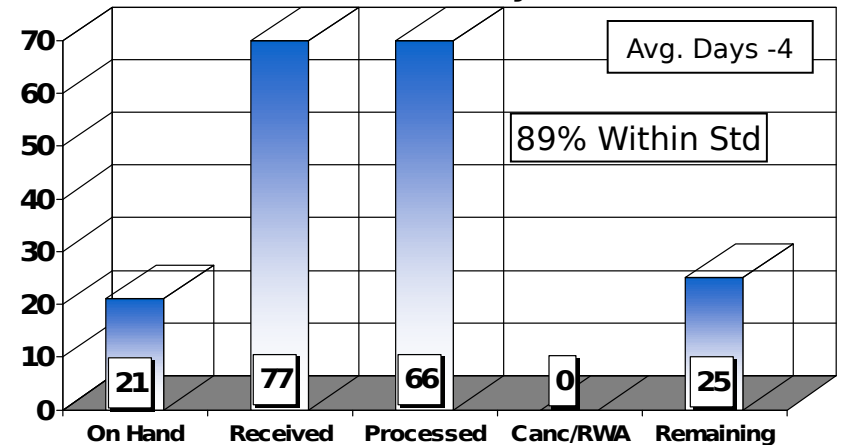
ASSESSMENT: Amber

STANDARD: 5 Calendar Days Avg. from Date Rec'd in SSD

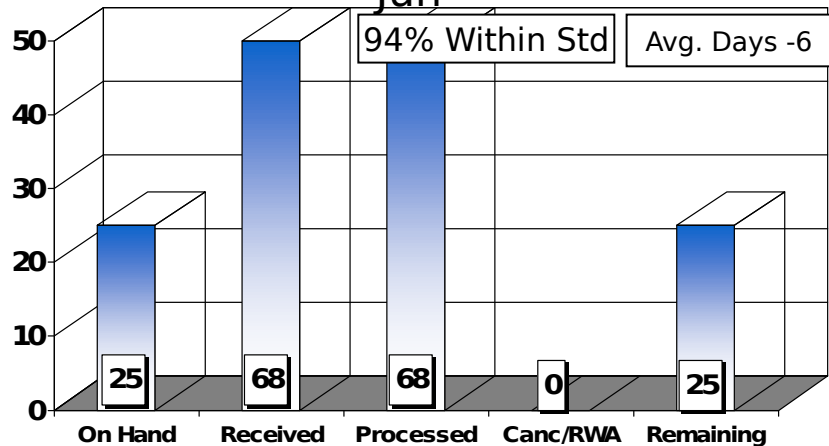
Apr



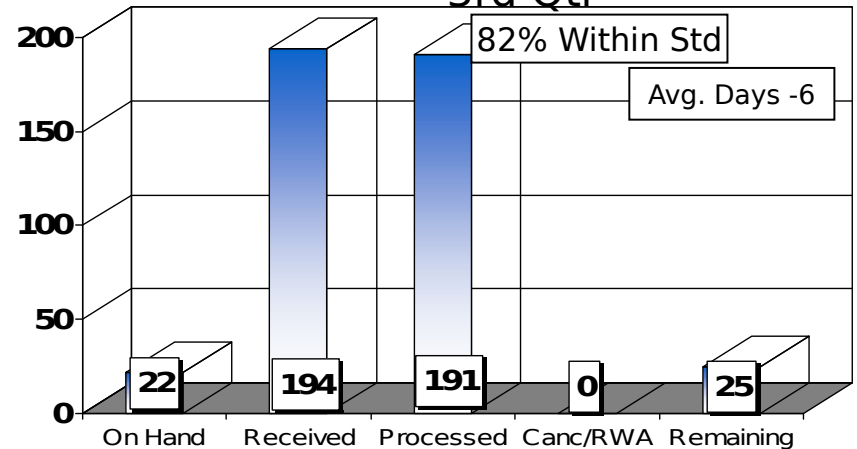
May



Jun



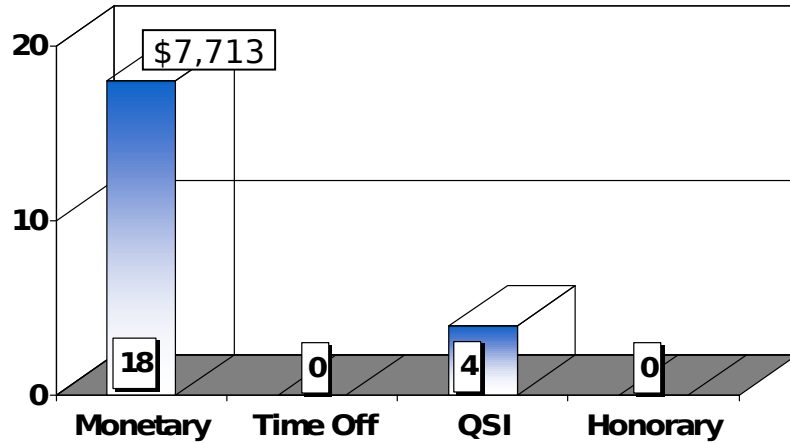
3rd Qtr



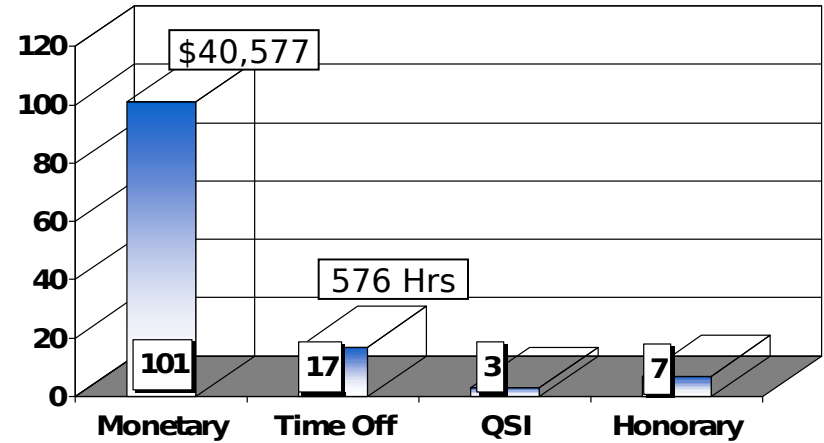
ANALYSIS: Eight-two percent of all non-recruitment actions were processed within 5 days of receipt in SSD, an increase from last quarter's performance of 78%. The overall average time to process actions was 6 days. Improvement is expected through closer emphasis on workload management, personnel training and quality control.

TOPIC:**Awards Processed - Fort Irwin****3RD QTR-
FY99****PROPONENT: WCPOC - SSD**

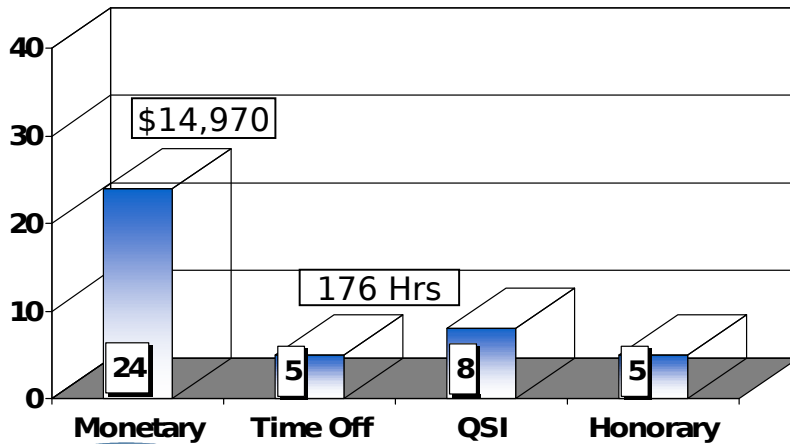
Apr



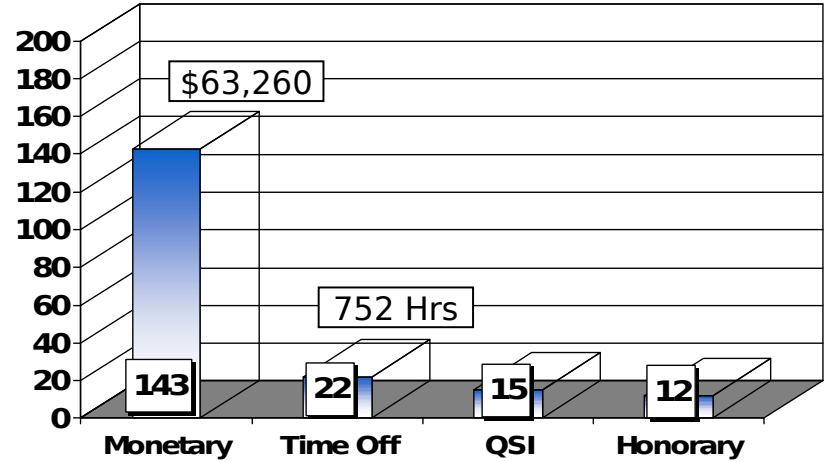
May



Jun



3rd Qtr

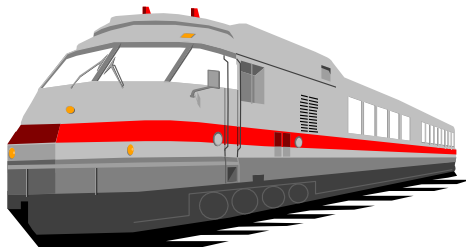


Section 5

Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



TOPIC: Training Requests Processed - Fort Irwin

**3RD QTR-
FY99**

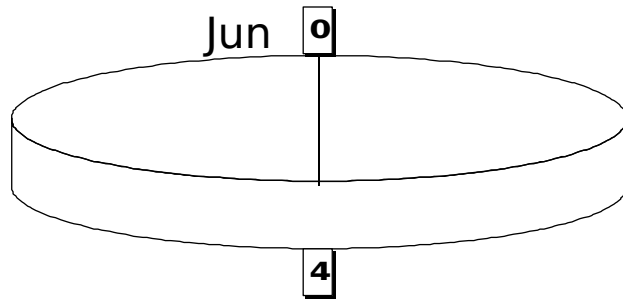
PROPONENT: WCPOC - HRDD

ASSESSMENT: Green

STANDARD: 7 Calendar Days from Receipt

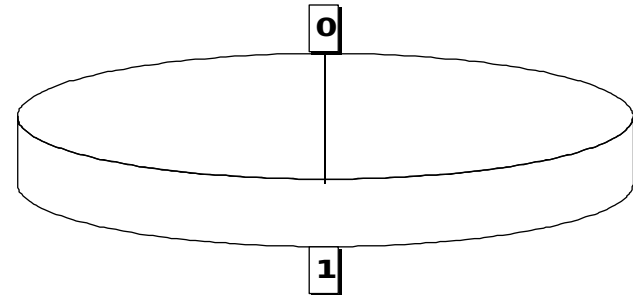
Apr

ZERO

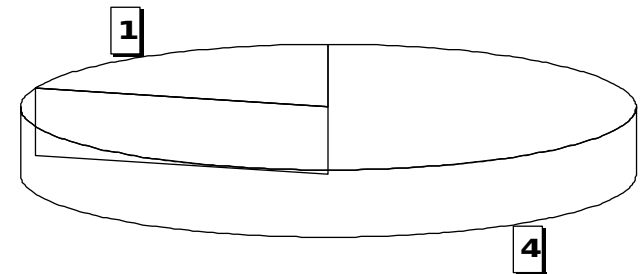


Training Investment: : \$.00
Training Hours: 100

May



3rd Qtr



ANALYSIS: All training completions forwarded by the CPAC were processed manually within standard. Intensive on-site assistance and training on the TRAIN FPI was provided late in this quarter that will enable efficient input of all backlogged training completions during the 4th quarter.



SECTION 6

Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-
Section

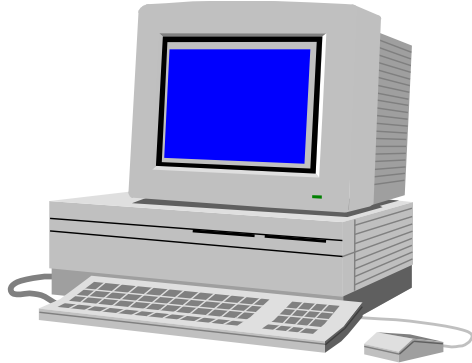
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

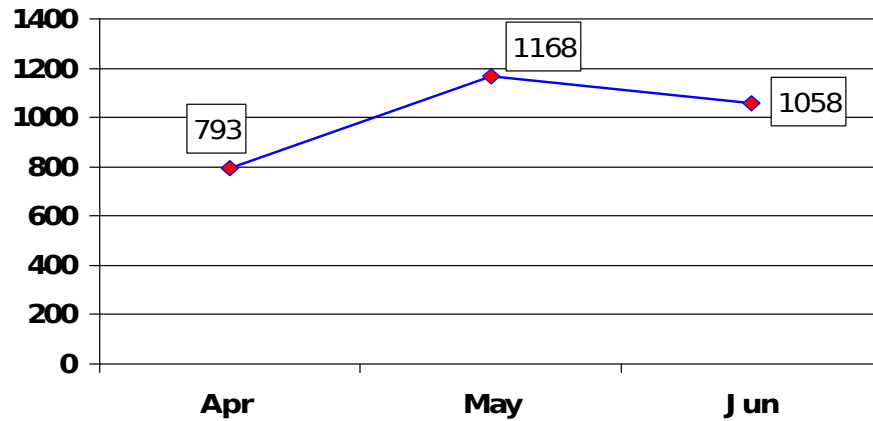


TOPIC: FPI Usage - Fort Irwin

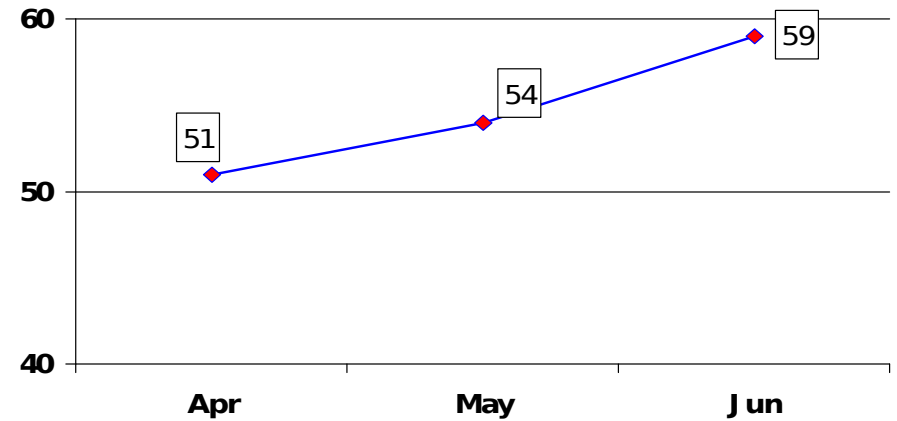
3RD QTR-FY99

PROPONENT: WCPOC-ISD

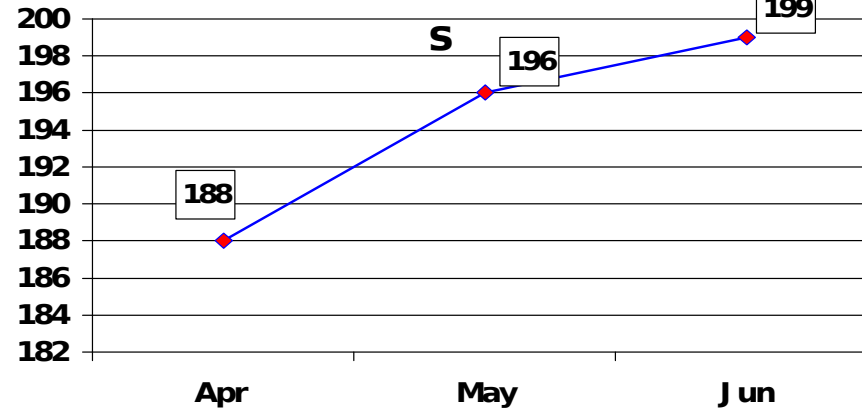
Logins



Number of Managers that Logged In



Account



ANALYSIS: FPI usage continues to increase, but the number of Managers using the FPIs remained low at about 28%.